

# POSITION ANNOUNCEMENT

12/28/2023



## **Executive Search for:**

City of Portland - Interim Human Resources Director



## POSITION ANNOUNCEMENT

# INTRODUCTION



The City of Portland is seeking a strategic Interim Human Resources Director to lead an innovative Human Resources team to develop and implement equitable practices in talent recruitment and retention, classification, benefits, workforce training and development, employee relations, and organizational design.

# ABOUT THE BUREAU



The Bureau of Human Resources is charged with supporting the City's most important "infrastructure" - its employees!

The Bureau supports City employees by coordinating the daily operations of the workforce, recruiting and retaining staff, and developing and implementing programs that benefit staff and the City as a whole.

## CITY OF PORTLAND CORE VALUES

- Anti-racism
- Communication
- Collaboration
- Equity
- Transparency
- Fiscal Responsibility

These values guide our actions as we serve the community and engage our workforce.

[Click here](#) to learn more about the City of Portland's core values.

# WHAT WE DO



## **Recruitment**

Attract, develop and sustain a diverse and talented workforce and disseminate the City's brand as the employer of choice.

## **Benefits**

Design and administer medical, dental & vision plans, group life plans, supplemental term life insurance, deferred compensation and disability insurance.

## **Education & Training**

Develop and implement training and coaching to strengthen employees' skills and the City's workforce as a whole.

## **Payroll**

Implement business processes to ensure the timely payment of City employees, while maintaining compliance with all laws and labor contracts.

## **Compensation**

Develop and manage the City's classification and compensation plans and systems while supporting competitive wages.



# WHAT WE DO

## Well-being

Support employees by offering innovative, competitive, fiscally responsible health and well-being programs.

## Employee Relations

Provide strategic consultation and support to improve systems and services, deliver coaching on policies, and assist with communicating initiatives.

## Talent Development

Work with employees to map out career paths and plan individual learning and development goals.

## Workforce Equity

Work to create a consistent candidate experience that promotes equity and diversity.

## Labor Relations

Administer labor contracts and develop and implement the City's labor relations program.



**BHR** BUREAU OF  
HUMAN  
RESOURCES

Office of Management and Finance

Manage  
Operations



Develop  
a Strong  
Workforce

Encourage  
Well-being &  
Goal-setting



# POSITION OVERVIEW



## LOCATION

In-office at  
headquarters in  
Portland, Oregon

## COMPENSATION

\$167,211 - \$242,964

## TIME FRAME

12-18 months

Reporting directly to the Chief Administrative Officer and serving the entire City Council, the **Human Resources Director (HRD)** will be responsible for leading an innovative Human Resources team that develops and implements equitable practices in talent recruitment and retention, classification, benefits, workforce training and development, employee relations, and organizational design. The HRD provides strategic and inclusive direction to employees of the Bureau of Human Resources and is ultimately responsible for the oversight, coordination, and delivery of all human resources services, programs, and change management.

This position provides guidance, advice, and consultation to the City Council, the Chief Administrative Officer, bureau directors, and their senior management teams on all aspects of human resources policies and programs, employee matters, and labor relations. The HRD meets with employees on sensitive workplace issues and develops and maintains effective and collaborative working relationships with all stakeholders, including elected officials, City's labor leaders, and constituent groups.



# POSITION OVERVIEW



## The City's Transition Plan

The need to hire for this interim role comes at a critical time for the City of Portland as it will be important for a Human Resources Director to contribute to the success of the City's current major reorganization plan in preparation for a new form of government by January 2025.

Under the new form of government, a new City Administrator will be selected who will oversee the City's day-to-day operations, including the development of new Deputy City Administrator positions managing service areas.

The Human Resources Director will then report to a Deputy City Administrator. This interim assignment could be considered for extended employment beyond January 2025 to continue meeting the City's transition goals.

For additional information about the City's Transition Plan, visit:

<https://www.portland.gov/transition/government/change-management>

# IDEAL CANDIDATE PROFILE



## **Workforce:**

The incoming HR Director for the City of Portland is expected to have a comprehensive skillset tailored to the unique challenges of managing human resources within a government entity, including experience in local, state, and county government, particularly in an executive HR role, with a focus on navigating complex organizational changes and a heavy union work environment while demonstrating strong leadership, relationship-building, and communication skills, and a commitment to advocating for staff well-being and transparency.

## **Workplace:**

The incoming HR Director must possess a versatile skill set focused on adaptability, trust-building, and effective leadership amidst significant change, especially in the context of structural changes and uncertainty. This includes being a change management expert and a strategic partner who listens to diverse perspectives, engages with the public and community, promotes accountability, and enhances the City's image. Additionally, the ideal Director should prioritize continuous learning, diversity, equity, and inclusion, while also understanding legislative dynamics, and have a mission-focused approach that emphasizes both resource advocacy and employee experience.



# IDEAL CANDIDATE PROFILE



## **Community:**

The ideal incoming HR Director should possess a versatile skill set focused on team collaboration, stakeholder engagement, and strategic leadership. This includes building a strong team dynamic, challenging team members to excel, and understanding the Bureau's functions, along with excellent people skills for working with diverse stakeholders.

## **Skill & Ability:**

The ideal incoming HR Director should possess a versatile skill set that includes visionary leadership, the ability to make informed decisions, and adaptability to change strategic acumen to focus on high-level vision and priorities while handling challenges optimistically and addressing trust culture within HR. They must commit to ongoing change management, demonstrate transformative leadership experience, and have a track record of managing demographic shifts and organizational changes.

# EDUCATIONAL REQUIREMENTS



*The following minimum qualifications are required for this position. Applicants must specifically address and demonstrate in their application materials how their education, training and/or experience meets each of the following minimum qualifications:*

- Advanced knowledge and experience coaching staff and conducting performance evaluations.
- Knowledge and experience applying the pertinent laws, ordinances and regulations concerning human resources issues.
- Ability and experience identifying and implementing new service delivery methods.
- Ability and experience resolving employee/management disputes involving both represented and non-represented employees.
- Ability and experience applying superior communication skills with strong attention to detail to influence and be persuasive to internal and external stakeholders.
- Ability and experience managing a multicultural workforce and applying equitable program practices within a complex organization.

**Additional:**

- Lived experience as a member of an underrepresented group.
- Experience living, working, and meaningfully interacting with individuals with a variety of identities.
- Track record of instilling equity and inclusion within operations.
- The ideal candidate will possess a Human Resources certification or be willing to obtain it within one year of employment (e.g., IPMA-CP, IPMA-SCP, SHRM-CP, SHRM-SCP, PHR, SPHR).



# EQUITY COMMITMENT



For those applicants who meet the qualifications of this position, in accordance with the adoption of the Charles Jordan Standard and the City of Portland's commitment to equity, the highest qualified minority candidate, highest qualified woman, and highest qualified candidate who identifies as a person with a disability will be included in the final interview process.

**To be considered under the Charles Jordan Standard**, we will be asking applicants who meet the qualifications for this position to include information identifying their status as a minority, woman, and/or identification as an individual with a disability in the required equity statement. Please see the City's Charles Jordan Standard Portland Resolution No. 37180 for more information.

# EQUITY COMMITMENT (CONT.)

In addition to providing a cover letter/resume, **please submit a separate equity statement outlining your commitment and track record to diversity, equity, and inclusion.** Experiences may include, but are not limited to the following:

- Lived experience as a member of an underrepresented group.
- Experience living, working and meaningfully interacting with individuals with a variety of identities.
- Track record of instilling equity and inclusion within operations.

If your experiences are different from those listed and you have a commitment to diversity, equity, and inclusion, please explain how you will manifest that commitment in this position.





# ADDITIONAL INFORMATION




**Work Status:** Non-citizen applicants must be authorized to work in the United States at the time of application.

**Veterans' Preference:** If you are requesting Veterans' Preference, attach a copy of your DD214/DD215 and/or Veterans Administration letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veterans' Preference AND include a copy of your documentation for each recruitment to which you apply. *Veterans' Preference documentation must be submitted no later than the closing date and time of this recruitment.*

**ADA, Pregnancy, and Religious Accommodations:** If you identify as a person with a disability, are pregnant or nursing, or observe a religious practice(s), and would like to request a reasonable accommodation when applying for this job, please contact the Recruiter below for assistance.

**Equal Employment Opportunity:** It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply.

# ADDITIONAL INFORMATION



**Language Pay Differential:** City of Portland employees who speak one or more languages in addition to English, may be eligible to receive a “language pay differential.” This is compensation for qualifying multilingual City employees who use their language skill to assist the community. More about the language pay differential can be found [here](#).

**Did you know?** The City of Portland has [How to Apply Videos](#) and offers [How to Apply Classes](#). If you have questions after watching the videos you are invited to contact the recruiter listed on the announcement or you are invited to attend the Question and Answers session. If you prefer to attend a virtual class, they are also available once a month.



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# NEXT STEPS



If you would like to apply to be the City's next  
**Interim Human Resources Director**, please go  
to [motusrecruiting.co/PortlandHRDirector](https://motusrecruiting.co/PortlandHRDirector)

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THANK YOU, AND WE  
LOOK FORWARD TO  
WORKING WITH YOU.

